

WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

CM/ACM _____
Finance DN
DA _____
Risk Mgt. _____
HR _____
Other _____

STAFF REPORT
BOARD MEETING DATE: April 28, 2015

DATE: March 30, 2015
TO: Board of County Commissioners
FROM: Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, pbuxton@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, 775-328-2417, aheenan@washoecounty.us

SUBJECT: Approve amendments totaling an increase of \$11,867 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Tuberculosis (TB) Federal Grant Program, IO 10016; and if approved direct the Comptroller's office to make the appropriate budget adjustments. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period January 1, 2015 through December 31, 2015 in the total amount of \$110,706 in support of the Centers for Disease Control and Prevention (CDC) Tuberculosis (TB) Federal Grant Program, IO 10016. A copy of the face page of the Notice of Subgrant Award is attached.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

BACKGROUND

Funding from this award will be used to support personnel, operating and laboratory testing expenditures, and indirect expenditures.

#5H3



The FY15 CDC TB Budget was adopted with \$101,586 in revenue (\$95,022 direct and \$6,564 indirect). The total award amount is \$110,706 (\$97,970 direct and \$12,736 indirect). A budget amendment in the amount of \$11,867 is necessary to bring the Notice of Subgrant Award into alignment with the direct program budget. This amendment takes into account the budget authority required for actual direct expenditures from July – Dec which total \$54,808 (prior award) plus 50% (with the exception of travel as the conferences will fall in FY15) of the new award direct expenditures \$52,081 (Jan-June). A budget adjustment is not necessary for the indirect revenue.

The District Board of Health approved this budget amendment on March 26, 2015.

FISCAL IMPACT

Should the Board approve these budget amendments, the adopted FY 15 budget will be **increased by \$11,867** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-10016	-431100 Federal Revenue	\$11,867
	Total Revenue	\$11,867
2002-IO-10016	-701412 Salary Adjustment	6,340
2002-IO-10016	-710300 Operating Supplies	120
	-710500 Other Expense	2,254
	-710509 Seminars and Meetings	780
	-710512 Auto Mileage	264
	-710519 Cell phone	(597)
	-710721 Outpatient	306
	-711210 Travel	2,400
	-711504 Equipment non capital	(7,950)
	-781004 Equipment capital	7,950
	Total Expenditures	\$11,867

RECOMMENDATION

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$11,867 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Tuberculosis (TB) Federal Grant Program, IO 10016; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments totaling an increase of \$11,867 in both revenue and expense to the FY15 Centers for Disease Control and Prevention (CDC) Tuberculosis (TB) Federal Grant Program, IO 10016; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.



State of Nevada
 Department of Health and Human Services
Division of Public & Behavioral Health
 (hereinafter referred to as the Division)

HD #: 14816
 Budget Account: 3219
 Category: 14
 GL: 8516
 Job Number: 9311615

NOTICE OF SUBGRANT AWARD

Program Name: Tuberculosis Prevention and Control Program Office of Public Health Informatics and Epidemiology Nevada Division of Public and Behavioral Health	Subgrantee Name: Washoe County Health District (WCHD)
Address: 3811 W. Charleston Blvd., Suite 205 Las Vegas, NV 89102	Address: PO Box 11130 Reno, NV 89520
Subgrant Period: January 1, 2015 through December 31, 2015.	Subgrantee's: EIN: <u>88-6000138</u> Vendor #: <u>T40283400Q</u> Dun & Bradstreet: <u>073786998</u>

Purpose of Award: To fund activities for the prevention and control of *M. tuberculosis* in Washoe County.

Region(s) to be served: Statewide Specific county or counties: Washoe County

Approved Budget Categories:	Disbursement of funds will be as follows:
1. Personnel \$ <u>76,873.00</u> 2. Travel \$ <u>7,752.00</u> 3. Operating \$ _____ 4. Equipment \$ _____ 5. Contractual/Consultant \$ _____ 6. Training \$ _____ 7. Other \$ <u>13,345.00</u> 8. Administrative Fee \$ <u>12,736.00</u> Total Cost: \$ <u>110,706.00</u>	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$110,706.00 during the subgrant period.

Source of Funds:	% of Funds:	CFDA:	Federal Grant #:
1. Centers for Disease Control and Prevention (CDC)	100%	93.116	1U52PS004681-01

Terms and Conditions:
 In accepting these grant funds, it is understood that:

1. Expenditures must comply with appropriate state and/or federal regulations;
2. This award is subject to the availability of appropriate funds; and
3. The recipient of these funds agrees to stipulations listed in the incorporated documents.

Incorporated Documents:

- Section A: Assurances;
- Section B: Description of Services, Scope of Work and Deliverables;
- Section C: Budget and Financial Reporting Requirements;
- Section D: Request for Reimbursement;
- Section E: Audit Information Request; and
- Section F: DPBH Business Associate Addendum

Director of Administrative Services Washoe County Health District	Signature 	Date
Camy Retzl TB Controller		3-10-13
Mary E. Wherry, Deputy Administrator Community Services		
for Richard Whitley, MS Administrator, Division of Public & Behavioral Health		